

Managing SwiftK12 Preferences in the PowerSchool Parent Portal

SwiftK12 is integrated with the existing PowerSchool Parent Portal. Log in to the Parent Portal (best viewed in Chrome or Firefox) to see a link called SwiftReach SwiftK12 on the left navigation pane under “Alerting.”



Clicking that link will both display a list of recent notifications sent to you and provide links for you to view the contact information we have for you and to manage your messaging preferences.

The screenshot shows the SwiftK12 Parent Portal interface. At the top left is the SwiftK12 logo. To the right are navigation links: Home, Contact Information, and Alert Preferences. Below the navigation is an orange bar for "RSS Feed" and a light blue bar for "Documents & Files". The "Documents & Files" section contains a table with columns "Date", "Name", and "Description", and a message: "Looks like there are no documents or files currently available". Below that is a dark blue bar for "Recent Alerts". The "Recent Alerts" section contains a table with columns "Date/Time", "Category", "Name", and "Action".

Date/Time	Category	Name	Action
11/27/2017 4:59:15 PM	General Information	CBE info mtg	View Content

Viewing/Updating Contact Information

You will be able to see all the contact information we have listed for you by clicking on the “Contact Information button” in the top navigation. Any contact information that was in the previous Alert Solutions system should have been imported to SwiftK12.

You may add up to three cell phones, one home phone, and three email addresses to receive alerts. You also may add a Student Cell number. We recommend this option primarily for high school students who are off campus during the school day. Simply add or edit the contact information and then click “Save Changes.” *Please note that this step must be done for each student in the family.*

The screenshot shows the "Contact Information" form. It has a light blue header with an information icon and the text "Contact Information". Below the header is the "Basic Information" section. It contains several input fields:

- Cell Phone 1: xxx-xxx-xxxx
- Cell Phone 2: xxx-xxx-xxxx
- Cell Phone 3: (empty)
- Email 1: parent@email.com
- Email 2: parent2@email.com
- Email 3: (empty)
- Home Phone: xxx-xxx-xxxx
- Student Cell: xxx-xxx-xxxx

At the bottom of the form are two buttons: "Cancel" and "Save Changes".

Updating Messaging Preferences

You can choose your communication preferences based on message category by clicking the “Alert Preferences” button in the top navigation. You may set contact preferences for the General Information and School Closure message categories. *Please note that you may not set preferences for the Emergency category. Reserved only for true emergencies, messages sent in this category will automatically deliver to all of your contact fields.*

Place a checkmark next to the contact fields you wish to receive messages to for each category. After you have made your selections, click “Save Changes.”

The screenshot shows the 'Alert Preferences' interface. It is divided into three sections: 'Emergency', 'General Information', and 'School Closure'. Each section has a header with a note and a list of contact fields with checkboxes. The 'Emergency' section has a note 'This category is only for emergencies' and lists Cell Phone 1-3, Email 1-3, and Home Phone. The 'General Information' section has a note 'These are alerts that are for general information and reminders' and lists Cell Phone 1-3, Email 1-3, and Student Cell. The 'School Closure' section has a note 'Snow Days, Cold Days, and other Closures' and lists Cell Phone 1-3, Email 1-3, and Student Cell. At the bottom, there are 'Cancel' and 'Save Changes' buttons.

Setting up your parent preferences is your responsibility. You will receive messages to every contact field shown in Alert Preferences until updated in the parent portal. Tolls and charges associated with receipt of messages from the school are your responsibility and not the responsibility of the school. Please be sure to set your unique preferences if there are any numbers or addresses to which you do not like to be contacted. All phone numbers and email addresses must be in a valid format.

Additional Important Information

- If you are unable to log in to the Parent Portal, contact the Registration Office at (847) 659-6147.
- Depending on where they originate within the District, you may receive messages from several different email addresses and phone numbers. Please add phone numbers and email addresses for both the District and each of your children’s schools to your contact directory.
- Individual email providers maintain their own security and filtering protocols beyond the control of the District. To ensure timely delivery of email messages, please add the email addresses for the District and for each of your children’s schools to the “whitelist” or “safe sender” list according to your email provider’s instructions.
- Emails you receive include an unsubscribe link at the bottom. If you complete the unsubscribe process using this link, you will no longer receive any messages from the District to that email address. For this reason, we encourage you to use the messaging preferences feature to manage your preferences rather than the unsubscribe link.

Phone Numbers and Email Addresses

District 158	847-659-6158, 847-960-3085	158alerts@district158.org
Huntley High School	847-659-6600, 847-960-3153	hhsalerts@district158.org
Marlowe Middle School	847-659-4700, 847-960-3385	marlowealerts@district158.org
Heineman Middle School	847-659-4300, 847-960-3411	hmsalerts@district158.org
Leggee Elementary	847-659-6211, 847-960-3425	leggeealerts@district158.org
Mackeben Elementary	847-659-3400, 847-960-3433	mackebenalerts@district158.org
Chesak Elementary & ECC	847-659-5700, 847-960-3561	chesakalerts@district158.org
Conley Elementary	847-659-3700, 847-960-3909	conleyalerts@district158.org
Martin Elementary	847-659-5300, 847-960-3563	martinalerts@district158.org